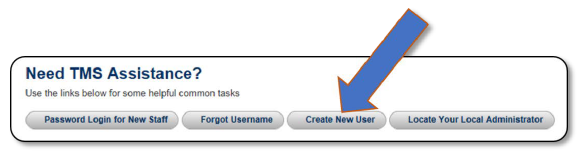
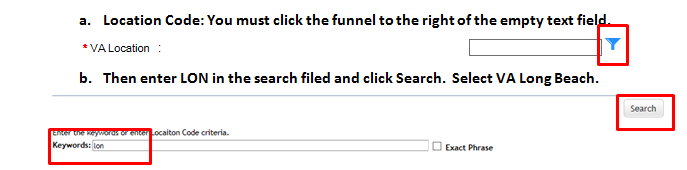
**HOW TO SELF-ENROLL INTO TMS 2.0 – RESIDENTS/INTERNS/CLINICAL STUDENTS**

***A HOW-TO GUIDE FOR VA LONG BEACH NON-EMPLOYEE, HEALTH PROFESSIONS TRAINEES TO REGISTER IN THE TALENT MANAGEMENT SYSTEM (TMS)***

1. **CLICK (or paste to browser)** <https://www.tms.va.gov/SecureAuth35/>  **(Save this link to favorites on your computer.)**
2. **Select CREATE NEW USER**
3. **Select VETERANS HEALTH ADMINISTRATION (VHA) and click NEXT**
4. **Select HEALTH PROFESSIONS TRAINEE and click on NEXT**



1. **Create a PASSWORD AND SECURITY CHECK following the guidelines presented**
2. **Fill in all asterisked (\*) information about yourself accurately. The password requirements are quite rigid, please read the requirements and when you’ve created a password notate it somewhere.**
3. **Complete MY JOB INFORMATION, including all requested POINT OF CONTACT information.**



* 1. **Trainee Type – Use the dropdown to select your type**
  2. **Specialty/Discipline – Use the dropdown to select your discipline**
  3. **VA Point of Contact First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  4. **VA Point of Contact Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  5. **VA Point of Contact email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  6. **VA Point of Contact phone number: 562-826-8000 extension: 2\_\_\_\_\_\_\_\_**
  7. **Complete the last 3 questions regarding your institution as accurately as possible.**

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1. **When you complete his page, click**
2. **You will then be taken to the “Congratulations” page where you can copy your USER NAME (initially, your email address).**
3. **After 20 minutes have passed, please return to** <https://www.tms.va.gov/SecureAuth35/> **. Enter your User Name and click “Submit”. You can then send a one-time passcode to your email address.**
4. **You will then be asked to create your security questions. You will use these to get a new password if you forget your current one. After selecting your questions & answers, click the SAVE button. Remember these ANSWERS ARE CASE SENSITIVE.**
5. **On your TMS home page you will find your required training course: *Mandatory Training for Trainees.***